

# **ASUCR CONSTITUTION**

## **PREAMBLE**

We, the undergraduates of the University of California Riverside, bestow governing authority to the Associated Students of the University of California, Riverside, an autonomous and unincorporated student government, in order to provide for the promotion, maintenance, and regulation of such matters, as are delegated by the undergraduates of the University of California Riverside, do ordain and establish this constitution.

## **ARTICLE I - Name and Membership**

### **SECTION 1. Name-**

The official title of this organization shall be the "Associated Students of the University of California at Riverside," hereinafter referred to as the ASUCR.

### **SECTION 2. Membership-**

(a) All registered undergraduate students of the University of California at Riverside, who have paid the prescribed activity fee are members of this organization;

(b) Associate membership may be granted under conditions prescribed by the Senate;

## **ARTICLE II - Definitions**

### **SECTION 1. Alternates**

An alternate is any full time student receiving at least one (1) vote.

## **SECTION 2. Associate Member**

An Associate Member is a member who is given official Associated Students memberships status. Status will be granted under conditions prescribed by the Senate.

## **SECTION 3. Ex-officio members of the Senate**

An ex-officio member of the Senate shall be a non-voting member of the Senate, including but not limited to the first alternates, the dormitory representatives, and the chairs of all of the standing committees of the ASUCR.

## **SECTION 4. Executive Cabinet**

Senate Chairperson, the Vice President of Campus Internal Affairs, the Vice President of Finance and the Vice President of External Affairs.

## **SECTION 5. Member at large**

A member at large is any number of the Associated Students who is not an elected Senator or an ex-officio of the Senate.

## **SECTION 6. Officers of the Senate**

The officers of the Senate are the President, the Senate Chairperson, the Vice President of Campus Internal Affairs, the Vice President of Finance, the Vice President of External Affairs, the Senate Vice Chair, the Academic Affairs director, the Outreach Director, the Personnel Chair and the Elections Chair.

## **SECTION 7. Officers Cabinet**

The Officers Cabinet shall be comprised of all elected ASUCR officials.

## **SECTION 8. Student Senate**

The Student Senate shall be the legislative and executive body of the Associated Students of the University of California at Riverside, subject to the controls set forth by Article IV herein. It shall be composed of the twenty (20) elected student representatives and the ex-officio members of the Senate. Herein, it shall be referred to as the Senate.

## **SECTION 9. Student Senator**

A Student Senator is one of the twenty (20) student representatives to the Senate, elected from each of the various existing academic colleges by the members of the Associated Students, as apportioned according to Article III, section 6 of this Constitution. Herein, they shall be referred to as Senators.

## **SECTION 10. Quorum of Voting Membership**

Quorum shall be defined as a simple majority of the elected members of Senate.

## **SECTION 11. Majority of Voting Membership**

Majority of Senate shall be greater than fifty(50)percent of all elected senators.

## **SECTION 12. Majority of Senators Present**

Majority of Senators present shall be greater than fifty (50)

percent of senators present, when quorum exists.

## **ARTICLE III - Senators**

### **SECTION 1. Term of Office-**

The term of office for Senators shall be one (1) year beginning the day following the final Commencement.

### **SECTION 2. Vacancies-**

Alternates shall fill vacancies in representation from their respective colleges. In the absence of an alternate, the vacancy shall be filled by election unless, by approval of two-thirds (2/3) of the Senators present when a quorum exists, the Senate shall decide that the position be left vacant.

### **SECTION 3. Qualifications-**

Elected officers may be members of any class. This article shall not be interpreted to include graduates as eligible candidates for the Senate. Senators must be in good standing with the University and be enrolled in the academic college, which they represent, both at the time of their election and during their entire term of office. In addition, candidates must have been in attendance at UCR for a valid Confirmation of Enrollment in Classes or through other proof provided by the University Registrar, cumulative total of at least one (1) academic year prior to serving in office. By a two-thirds (2/3) vote of the Senate, when a quorum is present, a Senator, if changing their major, may run in the college for which they will be in as of the end of Spring Quarter. If the Senator does not change their major they will

immediately become unqualified as a Senator and will resign.

#### **SECTION 4. Duties-**

Senators shall-

- (1) serve as chief makers of policy for ASUCR in their roles as members of the Senate;
- (2) represent their constituent Colleges within the Senate;
- (3) perform all duties as shall be assigned to them by the Senate;
- (4) Serve on one committee in addition to Senate sub-committee assignments. Officers of the Senate will be exempt from this mandate. Acceptable committee assignments shall include the Subordinate Committee of the Senate, Chancellor's Advisory Committees, Boards, the undergraduate academic committees of their respective Colleges, or of the University as a whole. This requirement may be fulfilled if a Senator is granted, by approval of two-thirds (2/3) of the Senators present at a regular meeting providing quorum exists, any internship or special project in the interest of the student body. Membership on the Conflict of Interest Committee shall not be considered sufficient for the requirement of this provision.
- (5) Fulfill 16 office hours per month according to current payroll time period, or under the Senate Chair's discretion.

#### **SECTION 5. Election of Senators-**

- (1) The Senators of the academic colleges must be enrolled

in their respective academic college, except as outlined in provision Article III, Section 3, according to the guidelines defined by the University.

(2) The Senators of the academic colleges shall be elected by members of their respective academic college.

(3) Students, including those enrolled in more than one major, shall be considered to be members of the academic college shown on a valid Confirmation of Enrollment in Classes or through other proof provided by the University Registrar.

#### **SECTION 6. Apportionment-**

The twenty (20) elected Senators shall be apportioned among the academic colleges according to their respective undergraduate enrollments, as determined by the University Registrar in the second quarter of the academic year during which they are to be elected. Each academic College shall be entitled to one (1) Senator regardless of size.

### **ARTICLE IV - Student Senate**

#### **SECTION 1. Membership-**

(a) The voting members of the Senate are the twenty (20) elected Senators. In no case whatsoever shall a person not elected according to provisions of Article II hereof cast a vote on any question before the Senate.

(b) The non-voting members of the Senate are the first alternates from each of the existing academic Colleges, the

Chairpersons of the Subordinate committees of the ASUCR and other persons as this Constitution or the ASUCR Bylaws may provide.

(c) No ASUCR member shall hold two ASUCR officer positions concurrently.

(d) No ASUCR member shall concurrently hold both an elected ASUCR position and an appointed ASUCR position requiring approval of the Senate.

## **SECTION 2. Meetings and Quorum-**

(a) The Senate shall officially hold "regularly scheduled" meetings bi-monthly during Fall, Winter, and Spring Quarter, and "special" meetings at the call of the President, or at the request of any five (5) Senators. A simple majority of the voting members of the Senate shall constitute a quorum to hold an "official" meeting in order to conduct the business of the ASUCR. Until a new Chairperson is elected, the first meetings of the in-coming Senate shall be convened by the Chairperson of the out-going Senate, beginning two (2) weeks following the end of elections to provide for the election of new Officers of the Senate.

(b) All official meetings of the Senate and its subordinate bodies shall be open to the public, except for closed sessions which may be called during a regular meeting for the discussion of personnel and employee grievance matters, investment decisions and litigation. An official meeting shall be one in which a quorum of the members of the Senate are present with at least twenty-four hours written notice in a public place on campus and contacting the campus news media. The provisions of this section shall not

apply to social functions, in which a quorum of Senate members is present, provided that no business of the Association is discussed. In the event that any official meeting is willfully interrupted by an individual or group of persons so as to render the orderly conduct of the meeting unfeasible or order cannot be restored by the removal of those individuals, the members of the Senate by a majority vote may order the meeting room cleared and continue in session provided that representatives of the press who were not engaged in the disruption are allowed to remain. The Senate shall not conduct any meeting in a facility that prohibits the admittance of any person.

### **SECTION 3. Functions and Duties-**

The Senate shall-

(a) have final authority in the supervision, direction and conduct of the affairs, policies and properties of the ASUCR, with the power to delegate such matters to subsidiary bodies. This shall not be constructed to vest in the Senate the power to interfere in the editorial policy of student communications media;

(b) promote the welfare and interest of the members of the ASUCR, subject to the limitation enumerated in this Constitution. All Senate actions not enumerated in this Constitution must be carried out through legislation consistent with protocol;

(c) act as the chief policy-making body and forum for discussion of issues of importance to the ASUCR;

(d) consistent with the provisions of this Constitution, the Senate and all subordinate bodies may enact rules and procedures necessary and proper for their efficient operation

and for the general welfare of the ASUCR membership;

(e) have authority over and responsibility for-

(1) all ASUCR revenues and their allocations,

(2) maintenance, use and title to all ASUCR property, and

(3) the development of all policies and regulations necessary for carrying out the duties enumerated in this Constitution and for the smooth and efficient operation of the Association, subject only to the limitations enumerated by this Constitution;

(f) set criteria which must be met by various student societies, clubs and organizations registered through Student Life who are seeking funding by the ASUCR;

(g) establish rules governing nominations, campaigns and elections for its elected offices;

(h) approve the Bylaws of the Board and other subordinate organizations of the ASUCR;

(i) create and fill such committees and subcommittees as it deems necessary;

(j) Hear appeals from any student concerning actions taken by the Senate or its subordinate boards and committees, with the authority to take appropriate action. This shall not apply in cases when the decisions of the subordinate board or committee are constitutionally binding;

(k) consider matters and enact any legislation required to exercise control of student interests and activities delegated to it;

(l) Make appointments to the various committees, board and other positions as established by this Constitution and the ASUCR Bylaws.

#### **SECTION 4. The Subordinate Bodies of the Student Senate-**

(a) The Subordinate Bodies of Senate shall be-

##### **(1) Academic Affairs Committee-**

Under the supervision of the External Affairs Vice President, Academic Affairs Committee recommends ASUCR programs and policies in Academic Affairs areas and to disseminate information concerning the student development of courses and curriculum.

##### **(2) Campus Internal Affairs Committee-**

Campus Internal Affairs Committee is responsible for investigating and recommending improvements in areas and services which affect the quality of student life; for planning and organizing ad hoc ASUCR activities which will enhance the quality of student life; and to disseminate information concerning the task of the commission.

##### **(3) The Elections Committee-**

Under the supervision of the Campus Internal Affairs Vice President, the Elections Committee shall consist of at least seven (7) members, including a designated Chairperson, to be titled the Elections Chair, who will be elected by the Senate. The Committee shall be responsible for all election matters and shall supervise the tallying of votes in all ASUCR elections.

#### **(4) External Affairs Committee-**

External Affairs Committee shall be responsible for establishing liaisons and achieving rapport with off-campus, public bodies affecting students and their welfare in the University; and to work with the Executive Branch and Senate in developing and recommending policies for action in external areas; to disseminate information concerning the tasks of the committee.

#### **(5) The Finance Committee-**

The Finance Committee shall consist of seven (7) members. Six (6) of these shall be appointed by the Senate through the Personnel Committee upon consultation of the Vice-President of Finance. The Seventh shall be the Vice President of Finance, who shall be designated as the Chairperson of the Committee. The Vice-Chairperson of the Committee, which must be a Finance Committee member, shall be appointed by the Vice President of Finance, approved by the Finance Committee and then the Senate. Of the six (6) members appointed by the Senate, at least two (2) must be Senators. The Committee shall submit, for approval by the Senate, a yearly budget composed of the budgets submitted to it by the individual budget holders. After submission of the yearly budget, a request for any action of a financial nature shall first be sent to the Finance Committee; however, the Senate may suspend this provision by the affirmative vote of three-fourths (3/4) of the elected Senators present when a quorum exists. A decision of the Finance Committee may be overruled by the affirmative vote of a majority of the elected Senators present when a quorum exists. The Chairperson of the Committee shall represent the ASUCR in all matters pertaining to the ASUCR finances.

## **(6) Outreach Committee-**

Under the supervision of the Campus Internal Affairs Vice President, the Outreach Committee shall work with campus officials to plan and promote K- 12 tutoring and other outreach programs sponsored by the University of California, Riverside. The Committee shall work with campus based community and state organizations to assist existing mentoring and tutoring programs. The committee shall explore the creation of new programs, projects and events, which facilitates outreach, recruitment and cooperation with the K-12 schools and community colleges. The Committee shall actively publicize and recruit undergraduates to participate in the different outreach, recruitment and retention programs. The Committee shall compile a directory of local and statewide tutoring and mentoring training programs as a resource for interested undergraduates. This directory shall be a comprehensive and up to date, including listings of programs both academic (e.g. tutoring) and nonacademic (e.g. programs in substance abuse, family violence, etc.) in nature. The committee shall compile information via a flyer, brochure, and web page for campus distribution and general publicity. This list shall detail all available local tutoring and mentoring programs offered by the University, community based organizations and ASUCR. The Committee shall establish an Information Center within ASUCR to give help and direction to the incoming students. The committee shall recruit Community College students to the University.

(b) Standing committees shall be composed of members of the ASUCR with at least one (1) position on each committee being filled by a voting member of the Senate, unless otherwise designated above.

## **SECTION 5. Service in Appointed Positions-**

Persons appointed to any position by the Senate shall serve at the interests of the Senate; they may be removed at any time by approval of a majority of all the elected Senators, provided that a quorum exists.

## **SECTION 6. Officers and the Student Senate-**

(a) The Executive Officers of the Senate shall be- (in descending order of succession)

- (1) the President
- (2) the Chairperson
- (3) the Vice President of Campus Internal Affairs
- (4) the Vice President of Finance (if a Senator)
- (5) the Vice President of External Affairs

All of these positions, with the exception of the Vice President of Finance, must be Senators. If the Vice President of Finance is not a Senator, he/she shall have no right of succession.

(b) The Officers of the Senate shall be elected by a majority vote, using secret ballot, of the incoming Senators present at that Senate's first two meetings, provided that a quorum exists. The President, the Chairperson and the Vice-Chairperson must be elected at the first meeting of the incoming Senate. The various Vice Presidential offices, the Elections chair, Academic Affairs Director, Outreach Director and Personnel Chair shall be filled by a majority vote, using secret ballot, of the Senators present at a regular meeting

provided quorum exists.

(c)The President Shall-

(1) meet the 2.0 GPA requirement, have attended the ASUCR Senate Training workshop administered by the outgoing ASUCR Senate, and have served in the capacity as an officer, senator and/or intern for at least one full academic year to be eligible for the Presidency;

(2)have chief executive responsibilities of the ASUCR for a term of one year;

(3)serve as the chief executive officer of the ASUCR and shall be responsible for and coordinate the functions of the office. The President shall have sole authority to make treaties, memorandums of understanding, or other legally binding contracts on the behalf of the ASUCR, subject only to ratification by a two-third (2/3) majority of those Senators present. The President shall assist in assuring the smooth and efficient operation of the ASUCR;

(4)Coordinate all projects of concern to the ASUCR, with the assistance of various Vice Presidents and any other relevant positions;

(5)serve as the official representative of the ASUCR. The president shall serve as ex-officio member on all committees requiring student membership. The President serve as the official representative of the ASUCR to the University of California Student Body Presidents' Council;

(6)serve as the chief student supervisor of the ASUCR professional personnel and shall be responsible for all matters of office policy;

(7) chair all ASUCR Cabinet meetings, in this capacity insure that communication between the various ASUCR divisions is adequate;

(8) appoint any ad hoc committees, apart from Senate sub-committee, provided that the committee does not already exist within the ASUCR job description of the positions appointed by the Senate, and that the duties of such a committee are not covered by any other job descriptions of the ASUCR

(9) Perform all other duties as the Bylaws or the Senate may designate.

(d) The Chairperson shall-

(1) preside over all meetings of the Senate;

(2) compile the agenda for all meetings of the Senate;

(3) call such special meetings of the Senate as he/she may deem necessary;

(4) convene and conduct the meetings for the officers elections for the incoming Senate;

(5) designate, motivate, and organize the Senators in the involvement of student advocacy within the ASUCR;

(6) Perform all duties as the Bylaws or the Senate may designate.

## **SECTION 8 7. Governing Rules**

The rules contained in the most current edition of Robert's Rules of Order, Newly Revised, shall govern the Student

Senate in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any Bylaws the Senate may adopt. The Senate Chairperson has the option of running the meeting with another set of Rules of order either devised by himself or herself or another entity. These rules of order must be adopted by the Senate by a two-thirds (2/3) vote of the Senate, provided a quorum exists.

## **Article V - Boards**

### **SECTION 1. Boards**

The ASUCR Boards shall be-

(a)The Associated Students Program Board

The membership of the Associated Students Program Board shall consist of a Chairperson and Program Directors for the following areas- Concerts, Lectures, Films, Special Events and Publicity. The ASUCR President shall serve as ex-officio on the Associated Students Program Board. The duties and powers of the Program Board shall be-

(1)to provide a diversity of quality entertainment in the areas Concerts, Lectures, Films, and Special Events;

(2)to prepare and present to the Student Senate the budget for all Program Board activities;

(3)to assume all other power and duties common to such a board as directed by the Senate;

(4)to report to the ASUCR President;

A decision of the Program Board may be overruled by the vote of two-thirds (2/3) of the elected Senate present when a quorum exists. The Program Board's Constitution must be approved by a simple majority of the Senate, provided quorum exists, and must be contained in the By-Laws herein.

## **Article VI - Elections**

### **SECTION 1. Elections Rules and Operations**

The Senate shall determine the procedure for the conduct of nominations, campaigns, and elections. The Elections Committee of the Senate shall execute elections operations.

### **SECTION 2. Time of Elections**

Time of elections shall be provided for in the rules governing elections. In no case, however, should it be held later than six (6) weeks before the end of the academic year.

### **SECTION 3. Voting in ASUCR Elections**

All voting in ASUCR Elections shall be done by secret ballot. A plurality vote shall elect the incoming Senators. If there is a tie for the last seat to be filled, the tied candidates shall be voted on again in an election held within one week of the original election.

## **Article VII - Attendance**

### **SECTION 1. Responsible Agent**

The Chairperson of the Senate shall be designated as the

agent responsible for all matters regarding attendance. The Senate Chairperson may delegate the responsibility to the Senate Vice-Chairperson should the need arise.

## **SECTION 2. Suspension of Voting Privileges**

Any voting member of the Senate who fails to attend two (2) regularly scheduled meetings of the Senate for which proper notice had been given, without being excused by the Senate or its responsible agent from duty or attendance, shall have his/her voting right suspended until the Senate, by a concurrence of two-thirds (2/3) of those voting when a quorum exists, restores the said voting right.

## **SECTION 3. Expulsion**

Any voting member of the Senate who fails to attend three (3) regularly scheduled meetings of the Senate of which proper notice had been given, without being excused by the Senate or its responsible agent from duty or attendance, may upon a two-thirds (2/3) vote of all voting members, be expelled from the Senate. The vacancy shall be filled by the alternate from the same college.

## **SECTION 4. Excuse of Absence**

An absence may be excused in one of two ways-

(a) Prior written notice of absence presented to the responsible agent of the Senate. A maximum of four (4) such notices per year, with no more than two (2) presented in any one quarter, shall be accepted as excuses;

(b) A majority vote of the Senate when a quorum exists.

## **SECTION 5. Notification**

Upon determining that a Senator is eligible for suspension, as defined in Section 2 of Article VII hereof, the Chair shall immediately declare at the next open regular meeting that the member's voting right is suspended. The Chair shall send written notice to said member of this action within five (5) working days of the date of suspension. Upon determining that a Senator is eligible for expulsion, as defined in Section 3 of Article VII hereof, the Chair shall immediately call for a vote of expulsion at the next open regular meeting. Upon an affirmative vote of expulsion, the Chair shall send written notice of the action to the member within five (5) working days

## **Article VIII - Open Meetings**

### **SECTION 1. Public Notice**

All official meetings of the ASUCR Senate and of the standing committees of Internal, External, Outreach, Personnel, and Elections shall be open to the public, with the exception of Executive Sessions, which may be called during regular meetings for the purpose of discussion of personnel and employee grievance matters.

### **SECTION 2. Notice of Meeting**

At least twenty-four (24) hours public notice must be given before an official meeting may be held. Public notice shall be construed as posting written notice in a public place on campus and/or in the campus news media.

### **SECTION 3. Location**

The Senate and its standing committees shall not conduct any meeting in a facility that prohibits the admittance of any person.

#### **SECTION 4. Disruption**

In the event that an individual or group of people willfully interrupt an official meeting of the Senate or one of its standing committees so as to render orderly conduct of said meeting impossible, the members of said committee, by majority vote, may order the room cleared and continue the meeting in a closed session provided that representatives of the news media who are not engaged in the disruption are allowed to remain.

#### **SECTION 5. Minutes**

Official minutes must be kept noting all actions taken by the Senate. These minutes shall be considered part of the public record and may be inspected by any member of the Associated Students.

### **Article IX - Initiative, Referendum and Recall**

#### **SECTION 1. Initiative**

The Associated Students shall have the power to initiate resolutions by means of a petition signed by fifteen (15) percent of its membership. The petition shall be presented to the Senate, which shall call not later than six (6) weeks after the filing of the petition. By two-thirds (2/3) vote of the Senators present when a quorum exists, the Senate may opt to extend the timeline. The complete text of the petition must

appear in the first issue of the student newspaper published after the filing of the petition. A majority of the votes cast shall be sufficient to pass such legislation.

## **SECTION 2. Referendum**

Upon presentation of a petition signed by fifteen (15) percent of the members of the Associated Students, an act of the Senate must be submitted to a referendum vote by the members of the ASUCR. The Senate shall call an election not later than six (6) academic weeks after the filing of the petition. A majority of the votes cast shall be sufficient to repeal the act.

## **SECTION 3. Recall**

Presentation of a petition signed by twenty (20) percent of the membership of an academic college to the Senate will cause a specified elected Senator to be the subject of a vote of recall within said academic college. Presentation of a petition signed by twenty (20) percent of the membership of the Associated Students to the Senate will cause a specified ASUCR Board member to be the subject of a vote of recall by the Associated Students as a whole. The Senate shall call an election not earlier than two (2) and no later than four (4) academic weeks after the filing of the petition. The complete text of the petition must appear in the first issue of the student newspaper published after the filing of the petition. If a majority of those eligible to vote approve, the Senator or ASUCR Board member shall be removed from office.

## **Article X - Amendments**

### **SECTION 1. Adoption**

An amendment to this Constitution may be proposed one of two ways; by a two-thirds (2/3) vote of the members of the Student Senate present when a quorum exists or by presentation of a petition signed by twenty (20) percent of the members of the Associated Students to the Student Senate. The Student Senate shall call an election not earlier than two (2) weeks and not later than four (4) weeks after proposition of the amendment, unless the Senate by a two-thirds (2/3) vote of the Senators present when a quorum exists opts to extend the timeline. A favorable vote of two-thirds (2/3) of those voting shall be necessary for the adoption of the amendment.

## **Article XI - Ratification**

This Constitution shall become effective upon approval of two-thirds (2/3) of those voting in an ASUCR election. Upon ratification, this Constitution shall replace the Constitution of the Associated Students of the University of California at Riverside as revised in the general ASUCR election and any other previous versions. This Constitution shall go into effect immediately upon ratification, however the present officers, Boards and committees shall continue to function as directed in that previously ratified constitution until the final day of commencement.